

STANDARD FORM 120 REV.
APRIL 1957
GEN. SERV. ADMIN.
FPMR (41 CFR) 101-11.311

**REPORT OF
EXCESS PERSONAL
PROPERTY**

1. REPORT NO.

4724A6-8250

2. DATE MAILED

8250

3. TOTAL COST

\$ 500.00

4. TYPE
OF REPORT

(Check one only of

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a. ORIGINAL

b. CORRECTED

c. PARTIAL W/D

d. TOTAL W/D

(Also check "e" and/or "f"
if appropriate)

e. OVERSEAS

f. CONTRACTORS INV

5. TO (Name and Address of Agency to which report is made) THRU

GSA, Property Management Division, The Wanamaker Building
PO Box 40657, Philadelphia, PA 19107-0657

6. APPROP. OR FUND TO BE REIMBURSED (if any)

7. FROM (Name and Address of Reporting Agency)

John Smith (215) 222-1111
US Department of Government Fax (215) 222-3333
100 Main Street, Anytown, PA 19101

8. REPORT APPROVED BY (Name and Title)

John Smith
Property Officer

9. FOR FURTHER INFORMATION CONTACT (Title, Address and Telephone No.)

John Smith (215) 222-1111
US Department of Government
100 Main Street, Anytown, PA 19101 Fax (215) 222-3333

10. AGENCY APPROVAL (if applicable)

11. SEND PURCHASE ORDERS OR DISPOSAL INSTRUCTIONS TO (Title, Address and Telephone No.)

John Smith (215) 222-1111
US Department of Government
100 Main Street, Anytown, PA 19101 Fax (215) 222-3333

12. GSA CONTROL NO.

13. FSC GROUP
NO.

7400

14. LOCATION OF PROPERTY (If location is to be abandoned give date)

100 Main Street, Anytown, PA 19101
John Smith (215) 222-1111

15. REIM/REQD

YES

NO

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16. AGENCY CONTROL NO.

17. SURPLUS RELEASE
DATE

18. EXCESS PROPERTY LIST

ITEM NO. (a)	DESCRIPTION (b)	COND. (c)	UNIT (d)	NUMBER OF UNITS (e)	ACQUISITION COST		FAIR VALUE % (h)
					PER UNIT (f)	TOTAL (g)	
0001	Typewriter, Mfg IBM, Mdl Selectric, S/N 12123312312, has a broken "K" key	5	EA	1	500.00	500.00	
	"SAMPLE"						